



## CHESTERFIELD COUNTY ADMINISTRATIVE POLICIES AND PROCEDURES

**Department:** Human Resource Management  
**Subject:** Part Time Employee Benefits

**Policy Number:** 6-11  
**Supersedes:** 7/1/02  
**Date Issued:** 2/26/03

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### I. INTRODUCTION

This administrative procedure establishes policies and procedures governing benefits offered to part time employees. Chesterfield County reserves the right to modify or eliminate benefits for part time employees at any time.

### II. DEFINITIONS

- A. **Deferred Compensation** – Payroll deducted pre-tax contributions elected by an employee to defer income until retirement.
- B. **Eligible Part Time Position** – A position for which the duties meet a permanent, ongoing operational need and for which the work schedule is expected to be at least an average of 24 hours per week.
- C. **Employee Assistance Program** – A service the county contracts with to provide assessment, counseling and referral for personal problems that impact job performance. See Administrative Procedure 6-22.
- D. **Employee Recognition Program** – A program that provides guidelines for recognizing employees, including providing monetary awards for individuals and teams who demonstrate exceptional customer service, continuous improvement and/or teamwork. See Administrative Procedure 6-14.
- E. **Flexible Spending Accounts** – Pre-tax contributions elected by an employee, which can be used to reimburse the employee for qualified expenses incurred for medical and/or dependent day care.
- F. **Part Time Leave (PTL)** – Paid time off for eligible part time employees when absent during regularly scheduled work hours. Eligible employees may request PTL for holidays, vacation or absences due to illness, medical appointments or other personal reasons. To receive PTL, the employee must be assigned to an eligible part time position.
- G. **Primary Department** – Department coded in the payroll system as the original department or department in which the employee accumulates the most work hours.
- H. **Tuition Assistance** – Reimbursement by the county for the cost of job related courses, which provide professional development. See Administrative Procedure 6-4.

### III. BENEFIT COVERAGE

- A. All part time employees are eligible to participate in the following benefit programs:
  - 1. *Chesterfield County Employees' Federal Credit Union*
  - 2. *Deferred Compensation (Part time employees are eligible to contribute from 1% to 50% of taxable wages.)*
  - 3. *Employee Assistance Program (EAP)*
  - 4. *Employee Recognition Program (ERP)*
- B. Eligible part time employees may participate in the following benefit programs:
  - 1. *Flexible Spending Accounts\**

2. ***Health and Dental Insurance\**** – Qualified part time employees are eligible to participate in the county's health and dental plan at 100% employee cost. All deductions will be made through payroll on a pre-tax basis. If a part time employee will not have sufficient hours to cover the cost of premiums, it is their responsibility to make arrangements with the Accounting Department for payment.
3. ***Part Time Leave (PTL)***
4. ***Tuition Assistance (after 12 months of continuous employment)***
5. ***Civil leave***
6. ***Military Leave (Refer to Administrative Procedure 6-1 for details.)***

*\*Specific details for these benefits are described during the county's open enrollment period for each program.*

#### **IV. PART TIME LEAVE (PTL) GUIDELINES**

- A. Eligible employees will accrue part time leave at the rate of 3 hours per pay period. The employee may request PTL for holidays, vacation, or absences due to illness, medical appointments and other personal reasons.
- B. PTL requests must be approved by the employee's supervisor and will be granted if the request does not conflict with the needs or operations of the department. The decision of department management as to when leave can be taken is final.
- C. Employees who work part-time for more than one department are only eligible for leave in their primary department.
- D. PTL not used by the end of the calendar year will be carried over up to a maximum of 144 hours.
- E. PTL is not counted as hours worked when calculating overtime, but is included when calculating the number of hours worked for benefits eligibility.
- F. An employee may elect to use PTL for a qualifying event under the FMLA (see Administrative Procedure 6-20 for more information). Part-time employees must use accumulated PTL for their own serious health condition before taking unpaid FMLA leave.

#### **V. CHANGES IN STATUS**

- A. When a part time employee accepts a full time county position, 50% of their PTL balance will be converted to annual leave and the employee will be given the opportunity to change health and dental care enrollment.
- B. When a full time employee changes to part time status, their annual leave balance is paid out. If they move to an eligible part time position, they will begin to accrue PTL. Accumulated sick leave may not be converted to PTL.
- C. If a full time employee has county health and/or dental insurance at the time they change to part time status, they will be eligible to continue coverage under COBRA if moving to a position not eligible for benefits, or they may continue health care coverage at 100% employee cost if moving to an eligible position.
- D. If a full time employee is participating in deferred compensation, they may continue their contribution as a part time employee on a percentage of salary basis only.
- E. Employees that work both a full time and part time job for the county are eligible for PTL if they are employed in an eligible part time position.
- F. Eligible part time employees separating from county employment or moving from an eligible part time to an ineligible part time position will be paid 50% of their unused PTL balance. If the employee at a later date is reemployed in an eligible part time position, they will requalify for part time benefits.

- G. Departments are responsible for monitoring part time work hours and for initiating a Personnel Action Form (PAF) for a change in eligibility status. Departments should process a PAF to remove an eligible part time employees from the payroll when that employee has not worked for a two-week period in order to avoid additional leave accrual. When employees separate from employment a Personnel Action Form should be processed within the same pay period. The employee will not be entitled to leave accrual past the last day of work. Therefore, any leave accrued after the last day worked will be forfeited.
- H. Part time positions should be continuously monitored. Department may request approval from the Director of HRM to change the designation of a part time position to benefits eligible on a quarterly basis. In order to assure that employees in newly eligible part time positions receive timely information on the benefits package, a schedule for effective dates will be established each year to coincide with the New Employee Orientation schedule.

A full time employee may move to a part time benefits eligible position at any time and is not required to attend New Employee Orientation again. When this change in status occurs the employee will begin accruing PTL the first pay period they are in part-time status.
- I. When a position is no longer defined as part time eligible, the Department should process a PAF to change the status of the employee. This PAF must be signed by both the employee and the department director or designee. Once a position is defined as not eligible for part time benefits, the department cannot request a subsequent change in eligibility until the next addition period as outlined in Section H.

## **VI. BENEFIT ENROLLMENT**

When an employee begins work in an eligible part time position, they will participate in New Employee Orientation. An employee may work in a part time position prior to attending orientation; however, benefits (including leave accrual) will not be activated until that requirement is met. Eligible part time employees will receive information on and may enroll in flexible spending accounts, health and dental programs, and deferred compensation programs.

## **VII. FAMILY STATUS CHANGES**

Plan rules established by Internal Revenue Code Section 125 prohibit employees from making health and dental coverage changes (i.e. employee only to family) after the open enrollment period, except if you have a qualifying family status change. A change in family status is defined as the following events:

- A. Marriage or divorce
- B. Death of a spouse or child
- C. Birth, adoption of a child (including placement), or legal custody or guardianship
- D. Loss of sole dependent child
- E. Loss or gain of spouse's employment
- F. Change in employment status or your spouse from full-time to part-time, and vice versa

It is the responsibility of the employee to notify HRM within thirty (30) days of a qualifying family status change. Appropriate documentation is required for all change requests. HRM will provide the employee with the required change forms and can clarify what can be used as appropriate documentation.